New Student Roommate Group Tutorial

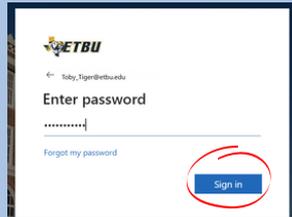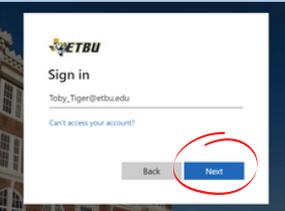Follow the instructions and screenshots below to create your roommate group.

Step 1

To sign in to the Housing Portal, click the 'Student Log In' button on the ETBU Housing Portal Home Page.
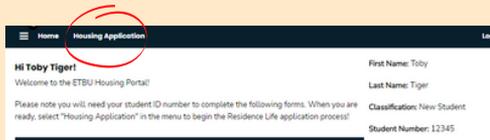
Step 2

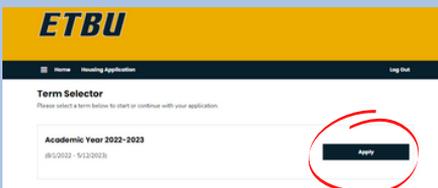Login to the Housing Portal using your ETBU email and Password

Step 3

Once you have logged in you should see housing application options in the top menu bar. To proceed, select 'Housing Application.'

Step 4

Select 'Apply' beside the term you'd like to proceed with roommate selection for.

To edit or verify your roommates you must have previously logged into the Housing Portal and completed the following pages: Health and Treatment Authorization, Missing Student Notification, Emergency Contact, Housing Options, Personal Details, Room and Meal Preferences, and the Housing Contract. If you are needing assistance with these pages, please visit the New Student Housing Selection Tutorial PDF. If you have already completed these pages, please continue to step 5.

Step 5

To complete your Roommate Matching Questionnaire, select 'Roommate Matching Questionnaire' in the check list on the left side of the page. To go straight to roommate selection, select 'Roommate Selection' in the check list on the left side of the page.

Step 6

If you chose Roommate Matching Questionnaire, you'll have the option to submit a personal description and living preferences. This information will be used to match you with potential roommates or for other ETBU students to look you up in the roommate search. Fill out as much (or little) as you'd like, and then select 'Save & Continue.'
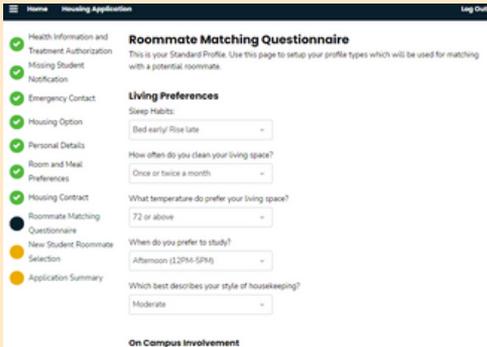
Step 7

On the Roommate Selection page, you will see several options to look up potential roommates, as detailed below.
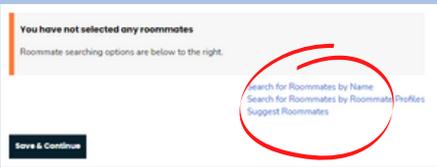
Option 1

If you would like to find a roommate by their name, select 'Search for Roommates by Name.' This page allows you to search by name, email, campus involvement, building preference, or major.

Option 2

If you would like to search for a roommate by their living preferences, select 'Roommate Search By Roommate Profiles'. This page will allow you to search for roommates based on their living preferences.

Option 6

If you would like to see suggested roommates, select 'Suggest Roommates.' This page will allow you to browse potential roommates based on the percent of answers matching your student profile.

When you find another student you'd like to room with using any of these options, you'll have the opportunity to:

- Send them a roommate request by selecting 'Add to Roommate Group'
- Send them a message by selecting 'Send Message'
- View more detailed information about them by selecting 'View Profile'

Your Screen

Their Screen

Step 8

After adding someone to your Roommate Group, you will see your 'Outgoing Request' at the bottom of the Roommate Selection page. Your requested roommate will receive an email from the Housing Portal to accept or deny your request. If your requested roommate accepts, they will be added to your group. If they decline your request you will no longer see their name at the bottom of the roommate selection page.

Step 9

Verify group

Leave group

Make Leader

Once your roommate group is complete, select 'verify group' to notify Residence Life that you do not wish to make any further changes. *You must verify your group prior to the application due date in order to be considered to be roommates.* At any time until the group is verified, you may choose to leave a group by clicking 'leave this group.' If you are the group leader you will have to Make someone else the group leader by selecting 'make leader' before leaving the group. You may come back to this page in the Housing Portal to adjust your Roommate Group until you have been placed in housing or your group has been verified.

If you have any questions, contact our office.
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